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BSS EXAMINER NEWS

Dear Examiner,

This edition of BSS Examiner News has updates on some important BSS initiatives and changes coming thorough. First there is a re-assurance for examiners concerning BW's change to charity status and then we report on ECP Review and the consultation on the BSS Examiner Conditions of Registration. Finally we set the scene on changes to examination reporting, so please read on.

By the way, the Office is shutting on Friday 23 December so the last orders for paperwork are by 2pm, Thursday 22 December. Please remember to allow more time when ordering via Salesforce this time of year and weather permitting the BSS Office will re-open on Tuesday 3 January.

It's 'business as usual' for the BSS as British Waterways becomes a charity

It is planned that from 1 April 2012 a new charity, the Canal & River Trust will take over as the guardian of those waterways in England and Wales previously managed by British Waterways for the past 60 years.

The change in status is unlikely to have any impact on the BSS or the role of BSS examiners and so examiners should plan for the future adopting a 'business as usual' approach.

Canals run by BW in Scotland will continue in public sector management. The new British Waterways Scotland organisation has no plans to end participation in the BSS, so it will also be 'business as usual' for Scottish examiners after April. The BSS Office team plan to meet with canal managers to help build the new relationship between the BSS and British Waterways Scotland.

Subject to funding and further review, the Government intends to transfer other rivers from the Environment Agency to the new Trust in 2015.

ECP review nearing completion

A review of the 2005 Examination Checking Procedures (ECPs) for privately owned and managed boats is coming to a close. It is now for the BSS committees to make the final decisions as to what gets changed.

The review's remit was to assess the comments collected since publication of the ECPs in 2005. The review also considered additions or adaptations to current requirements concerning issues – such as gas locker checks, solid fuel stove risks and 230v electrocution hazards.

The overriding aims of the review are to ensure the ECPs continue to fully support the duties of the navigation authorities; **and** that they are presented in such a way that enables examiners to apply the BSS requirements consistently in the field. The overriding qualities of the ECPs will continue to be their ease of use and consistency of terms and approach.

We intend that by next April examiners will be presented with a new printed folder containing the 2012 ECPs. By and large, most of the checks will look the same and there won't be wholesale checklist number changing. Salesforce will also be amended to take account of any alterations.

Due to the number and nature of the changes that may be necessary, examiners may be asked to attend a 'local' seminar in March/April to introduce the changes.

The BSS requirements and checking procedures as far as they affect non-private boats, including hire craft, are being reviewed during 2012. More on this in future editions of BSS Examiner News

Outcome of the BSS Examiner Conditions of Registration consultation

The consultation with all BSS examiners on the proposed replacement of the BSS Examiner Code of Conduct (CoC) with Conditions of Registration (CoR) concluded in September.

The BSS Management Committee (BSSMC) has agreed a small number of amendments as a result of the comments received from examiners and they agreed the implementation date of 1 April 2012.

By way of a recap, the introduction of the [BSS Examiner Service Level Agreement](#) (SLA) opened up the opportunity for the language of BSS Examiner CoC to change. It's part of the change in working relationship whereby support from the BSS Office is mirrored by each BSS Examiner reviewing his or her own activities and performance and addressing any inconsistencies.

The proposed conditions are shorter than the old CoC provisions but continue to cover the essential examiner activity and responsibilities. Guidance supporting the CoR is being developed to both help examiners to keep within the conditions and better understand the protection the CoR gives them.

Please take a moment to read the version of the [Conditions of Registration](#) agreed by the BSSMC on the BSS Examiner website. The consultation comments and their responses are also posted.

Reporting online successfully introduced

Since 1 April 2011 all examiners have been reporting both private and non-private boat examinations online via the Salesforce facility and I thank you for making this transition a success.

Since April around 13,500 examinations have been reported online with faults being reported in around 25% of examinations. Interestingly, 50% of all examinations are carried out by just 33 examiners.

This type of data is helping us identify any improvement measures associated with the most popular BSS faults and allows us to monitor the examining performance of BSS Examiners.

Report items that have not passed: - The fact is that since 2005, the BSS has not been solely about issuing certificates to boats, it became a risk based initiative seven years ago. Examiners are participants in the BSS risk management process. The core of that process, is *gauging risk*. So, further to the coverage in BSS Examiner News 11-002 explaining that we must have an appreciation of the risk in the inland fleet, I emphasise that *gauging risk* includes examiners reporting of the details of the checks that are not passing.

So we have a huge thank you for all the examiners that are actively participating. However, there are a number of examiners who continue to record a 100% pass rate on boats examined for BSS purposes. This is statistically highly improbable and I ask those examiners not recording failures on Salesforce, to do so wherever appropriate from now on. Some examiners have already been contacted about this point.

Reporting online - the near future

The next stage of development is underway that should make entering the boat details easier on Salesforce. As you will be aware, when you search for a boat you may find a number of profiles to choose from, some of which may be various 'historic records' of the same boat. As we go into the New Year things will start to improve because we have invested in a 'de-duplicating' tool that will remove duplicates in a staged initiative, but it only works if you record boat details 100% accurately [[see next section](#)]

This de-duplicating work is underway and recently it was doing such heavy work that it upset Conga and the issuing of certificates functions on the Salesforce site; the work will re-start this Friday.

Once this task is complete we will start uploading navigation authority boat data onto Salesforce and this will be a big step towards helping verify the boat's identify for you and providing you with more detail concerning the boat and its systems as recorded on the owner's licence application form.

This is important because from late Spring next year we intend another development that will require examiners to record engine/appliance types or verify the appliances listed on Salesforce. This will for the first time allow the BSS to assess, for example, the number and proportion of boats examined that have petrol engines and/or gas appliances, etc. This development is intended to be associated with changes to BSS examination documentation such as the BSS Report Form and the BSS Certificate. More on this in future editions of BSS Examiner News.

Accuracy and completeness of adding a new boat profile

Going back to 'duplicate' boat records, please make sure that when you create a new boat profile in Salesforce that the boat profile comments box is used. This only takes a few seconds to do if you follow the format in the relevant '[How to Guide](#)'. The required information includes, Index or registration, make, fitter, age, HIN/CIN, hull material, engine (s) details (number, make and fuel).

If no index or registration number is available, then as much information as listed above should be supplied as is available to you – ask the owner to help fill in information gaps.

Be careful entering boat names – some examiners are continuing bad old habits from the paper returns days and typing in a close approximation of the boat name. Accuracy is especially important now – for example, if the registered name is "The Lady Gray II", then "Lady Grey 11" is not acceptable. Please remember that by satisfying the navigation authority requirements, you will be supporting your customers' needs and those of the Scheme.

BSS Field Assessments improved

Improved field assessments are being introduced aimed at guiding examiners to greater consistency and gauging the success of BSS training and support measures. Newly qualified examiners will be the first to experience the 4-stage assessment in the New Year and all examiners can expect to be assessed at least once every 5 years.

Stage 1 is a short simulated assessment, stage 2 is a short multiple-choice question paper, stage 3 is a check of examination paperwork and stage 4 is the examiner's opportunity to raise technical items. This interactive experience will take around 3 hours and is entirely aimed at improving performance and identifying any additional support measures from the BSS. I'll be publishing the new Field Assessment process in the New Year.

BSS in the news

Boaters need to fit a smoke alarm and keep it working! 'Fit a smoke alarm and keep it working', is the blunt advice to boat owners from the Boat Safety Scheme following a recent boat fire where the owner was potentially only seconds away from death. The live-aboard boater, who had removed the batteries from his smoke alarm, had no early warning when he awoke in the middle of the night to find his home was filling rapidly with toxic smoke.

BSS solid fuel safety site launched Boaters with solid fuel stoves on their boats have a new source of advice to help avoid the two deadly threats of fire and carbon monoxide (CO) poisoning, and at the same time, save money on fuel, with the launch of a stove safety portal on the BSS stay-safe website, www.boatsafetyscheme.com/solidfuelstoves, which is getting up to 300 hits a week, see for yourself...

Read the BSS news releases [here](#).

BSS Office Christmas Shut-down

Although all staff will be on leave during the Christmas and New Year break (24th December - 2nd January inclusive) technical support will likely be available to you should you need it. Please use bss.office@boatsafetyscheme.com email address and include your contact phone number and subject matter and your email will be picked up and forwarded to the most appropriate BSS team member who will call you back. Concerning urgent messages please try team mobiles.

May I take this opportunity to wish you and your family a Merry Christmas and a prosperous New Year.

Best regards,



Graham Watts, BSS Manager